

Approved:

Zack Taylor – 3/29/22

Ed Heffelfinger – 3/29/22

Jule White – 3/28/22

Cathy Gilbert – 3/29/22

Kathy Waite – 4/27/22

**Avera Place Home Owners Association Meeting Minutes
March 23, 2022 3:00pm ET/12:00pm PT**

1. Agenda – Zack Taylor
2. Establish Quorum: Zack Taylor, Ed Heffelfinger, Jule White, Cathy Gilbert, Kathy Waite with Jeb Black and Michele Apple of Wilson Property Management.
3. Old Business:
 - a. Clubhouse Painting: The Clubhouse has been painted. Tomorrow the crew will be completing touch ups. This project came in under the allotted \$10,000 budget.
 - b. Pool Season 2022: The pool will be opening the first weekend in May. A notice will be sent out via email and information will be posted at the mailboxes to alert residents of the exact date. Currently, we do not know if pool furniture will be placed on the deck as it will be dictated by any cleaning mandates imposed by the Governor. Again, the electronic key cards will need to be signed up so that only Avera Residents can have access to the pool. The pool inspection payment has been made so management is waiting for the City to reach out to set up an inspection date.
 - c. Property Signage: An email has been sent out to the sign company representative to fine tune some sign details. Once those details have been worked out, the project will be underway. Cathy Gilbert asked about the stop signs at the traffic circle at the entrance to the community. The Executive Board had discussed installing Yield signs for all entry points of the traffic circle. The signage is on site and will be installed when weather permits.
4. New Business:
 - a. Roofs: We have moved forward with NKS Roofing to complete the assessment of the roofs. They have started the assessment but have not completed due to the weather setbacks, so Jeb Black does not have a report back currently. Once the report has been submitted to Mr. Black it will disseminated to the Executive Board. The assessment is done to determine which roofs need work, which ones require repairs quicker than others because we are looking in to replacing roofs within the next 5 years. Jeb Black reiterated that the assessment will give us an expected roof life for the current roofs and indicate any necessary repairs as well as the order in which roofs should be replaced based on their current condition. NKS has stated if the HOA wants to use their services for roof replacements or

repairs, they will credit the cost of the assessment to any future repairs. The cost of the assessment was \$100 per building (approximately \$6000). Jule White asked if this included the Clubhouse roof also and Jeb Black stated that NKS was asked to look at every roof within the community under the assumption they will look at the Clubhouse as well as the maintenance shop and pool building. Should these buildings not be included, then NKS will be contacted to complete an assessment of any missed areas. The assessment is extremely comprehensive and will include pictures as well as estimates for repairs and or replacements based on condition. The Executive Board will be given a copy of the report before the April Executive Board meeting so it can be discussed at length at that time. The current roof appears to be 20-25 year shingles. The buildings were constructed between 2002-2006. A homeowner asked if the roof work would be paid from the reserve. Zack Taylor stated that there is some money from the reserves but due to building supply cost increases it is unknown if the costs for that will align with the estimates from the reserve study that was performed in 2017. The homeowner asked if the reserve account is in good shape. Jeb Black stated that the 2017 Study is up on the wpm website and offers details about the estimated expenses for typical maintenance costs a property like this will need. He stated if the report comes back and says all of the roofs need to be replaced at this time, likely, a Special Assessment will need to occur, but this roof evaluation is an attempt to get ahead of that type of financial scenario. Further, it was stated that repairs would be paid for from the operating account and replacements would be paid for out of the capital reserve account.

- b. Waste Management: There is an ongoing issue with trash disposal and waste management on property. The Executive Board has discussed multiple options, including adding a dumpster, additional service days, etc. however, none of these options seem like they will offer a good enough solution to justify the expense so Jule White has decided that she will attempt to perform some educational outreach so that the residents are aware of the locations for dumpsters for household waste, dumpsters exclusively for cardboard recycling and recycling stations that are for plastic, newspaper, etc. Since Earth Day is April 22-23 Jule White would like to plan some activities to make it Earth World at Avera Place. Some of this would be through flyer distribution, some of this would occur by mass email, and for Earth Day a clean up day could be organized for Avera Place. In addition, it has been discussed to re-establish more general community meetings so that review of waste disposal can be reviewed.
- c. Ed Heffelfinger stated that there are several issues that have been reported with the retention pond reports such as erosion in certain ponds and one of the underground devices has too much sediment, and they keep bringing up the electrical boxes that are exposed. Jeb Black stated that he has spoken with Logan

of Triangle Pond Management to get an estimate for the erosion and has asked Michele Apple to ask for Time Warner to have any of the exposed box covers put back up. Ed Heffelfinger asked that WPM maintenance refasten the covers of the utility boxes since the utility companies are not claiming responsibility for making the necessary repairs.

- d. Cathy Gilbert followed up on an email she had sent out to the Executive Board regarding additional bids for cleaning of the Clubhouse. Michele Apple stated she needed to get one more and would present at the Executive Board meetings. Cathy Gilbert also asked about purchasing a recorder for the Executive Board meetings. Zack Taylor had questions about storage, accessibility and dissemination of those meetings and it was determined this would be discussed further at the April Executive Board Meeting.
- e. Next Virtual Board Meetings:
 1. HOA Meeting: Tuesday, May 25, 2022 time TBD
 2. Executive Board Meeting: April 20, 2022 at 4:30pm
5. Close the official HOA meeting (Zack)
6. State of the Complex –Wilson Properties (Michele)
 - a. Vacancy stats
 - b. Rental Rates
 - c. Sales Information

Contact Information:

Michele Apple, Property Manager

Avera Place Office 919.957.0116

averaplace@wpminc.net

Jeb Black - jebblack@wpminc.net